

## Minutes of the Rise Board meeting held on Tuesday 21<sup>st</sup> May 2024 at Royal Quays Business Centre and via Teams

### PRESENT

Simon Gordon (SG)	Chair
Debbie Henderson (DH)	Trustee, Vice Chair & SID
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Steven Bell (SB)	Trustee
Karen Pearce	Trustee
Adam Pilkington (APilk)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Business & Strategy Director
Kaye Scott (KSc)	Finance and Business Support Manager

### APOLOGIES

Nic Erevik (NE)	Trustee
Graeme Nash (GN)	Trustee
Anoop Puri (APuri)	Trustee
Katy Storie (KS)	Trustee

Item	Discussion	Action
<b>1.0</b>	<b>Welcome, Apologies and Declarations of Conflicts of Interest</b>	
1.1	SG welcomed trustees to the meeting. Apologies were received and noted. There were no new declarations of interest.	
<b>2.0</b>	<b>Previous Minutes and Matters Arising</b>	
2.1	<u>Board Meeting (January)</u> The minutes of the last meeting were agreed to be a true record.	
2.3	<u>Strategy Day (March)</u> The minutes of the Strategy Day were agreed to be a true record.	
<b>3.0</b>	<b>CEO Strategic Update (inc 4DW)</b>	
3.1	CM presented the report circulated prior to the meeting.	
3.2	<u>North East Devolution</u> CM asked for trustee's support in connecting Rise with cultural/creative contacts in the North East.	<b>ALL</b>
3.3	<u>4 Day Working Week</u>  JC offered to provide research data into how businesses are seeing the affect of not having flexible arrangements in place.	<b>JC</b>
3.4	SB asked what the position is with new starters and if it has raised any issues with people joining during the trial. CM confirmed there have been no issues raised and new starters are aware of the trial nature of the 4DW to date.	<b>JC</b>
3.5	If approved as 'business as usual', AP asked for staff to be flexible towards business opportunities that are on a Friday (conferences etc). CM will	

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	communicate to the team that if something is business critical and lands on a Friday, that we should be as flexible as possible to accommodate the request.	<b>CM</b>
3.6	SG asked if the Board were in agreement with the recommendation in the paper, and the Board agreed that 4DW should become BAU with an annual review.	
<b>4.0</b>	<b>Q4 Finance Report</b>	
4.1	DM presented the report circulated prior to the meeting. The contents were noted.	
<b>5.0</b>	<b>2024-2025 Draft Budget</b>	
5.1	DM presented the report circulated prior to the meeting. The contents were noted.	
5.2	SG stated that the budget presented is prudent but positive and happy to approve the draft budget. A key part of the next financial year is the roll out of the commercial offer and an update will be given at the next Board meeting.	
5.3	Trustees approved the 2024-2025 draft budget.	
<b>6.0</b>	<b>Q4 Performance Report</b>	
6.1	DM presented the report circulated prior to the meeting.	
6.2	Trustees noted the performance data for the end of Q4 and praised the work of the team.	
<b>7.0</b>	<b>2024-25 Performance Report</b>	
7.1	CM presented the report circulated prior to the meeting.	
7.2	Trustees approved the template for the 2024-25 performance reporting.	
<b>8.0</b>	<b>Questions on Out of Meeting Agenda Items</b>	
8.1	<u>CEO General Update for Q4</u> Trustees noted the contents of the report.	
8.2	<u>Policies Etc for Approval</u> Trustees approved the following: <ul style="list-style-type: none"> <li>• Environmental &amp; Sustainability Policy</li> </ul>	
8.3	<u>Risk Register &amp; Opportunities Register</u>	

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	Trustees noted the contents of the report.	
8.4	<u>Safeguarding, EDI &amp; Data Protection Update</u> Trustees noted the contents of the report.	
<b>9.0</b>	<b>Any Other Business</b>	
9.1	No other business to discuss.	

**Date and time of the next meeting – 30<sup>th</sup> July 2024 – 10:00am (Royal Quays Business Centre)**

<b>Action Record Item</b>	<b>Action</b>	<b>Responsibility</b>
3.2	Trustees to support CM in connecting with cultural/creative contacts.	ALL
3.3	Provide research data into the effect of not having flexible working.	JC
3.5	Communicate flexibility requirement for business-critical events falling on a Friday to team.	CM